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ABSTRACT

As an alternative to assessments conducted by the State Department of Education, Arizona school districts can use this handbook for self evaluation of their compliance with school law, which is basically controlled by Arizona Revised Statute (ARS) Title 15 and State Board of Education policy. This handbook is divided into seven parts which correspond to major areas in which local districts may measure compliance with both the mandatory and permissive provisions of ARS and State Board policy. The seven sections cover governance of school boards; personnel policy regarding elementary school teachers; student evaluation and textbooks; finances; attendance; curriculum; and student records. Subparts are actually statements of the law reworded as questions to which school districts respond by checking yes, no, or not applicable. The answer format separates mandatory and permissive questions. A space for comments and suggestions is provided after each response. A School Summary report is provided for tallying responses and determining overall level of compliance. (CP)

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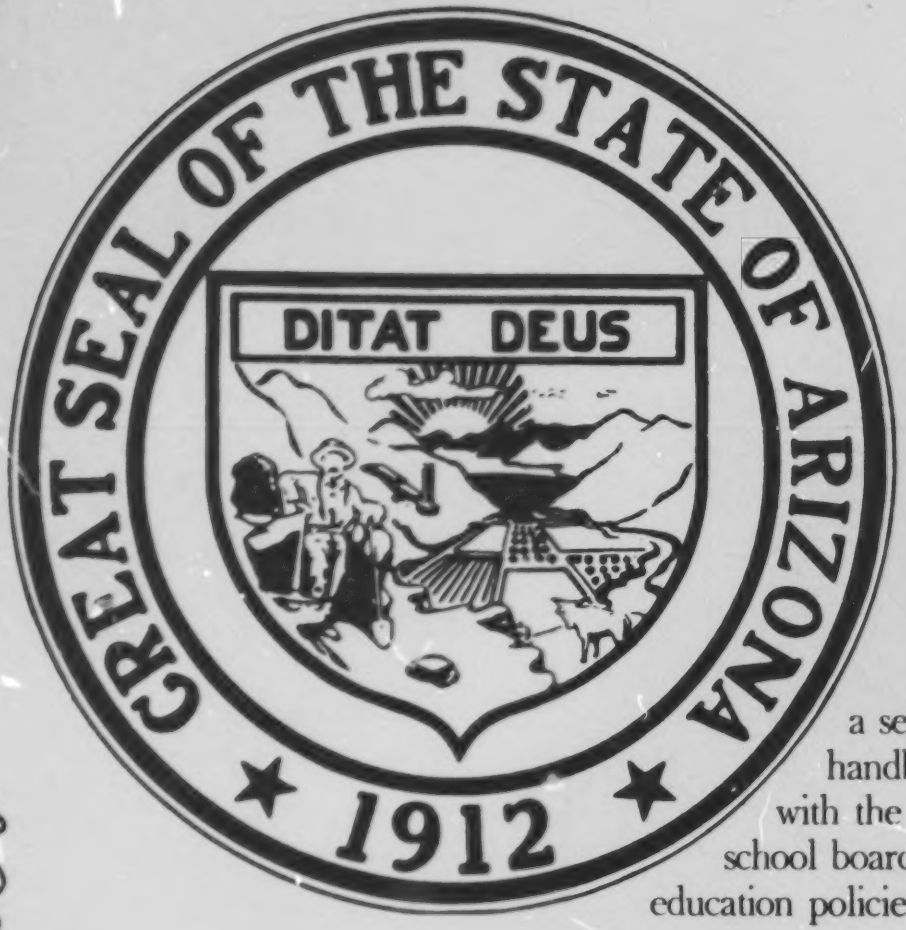

Elementary Assessment Handbook

a self-assessment
handbook for compliance
with the laws relating to elementary
school boards of trustees and the state board of
education policies for the general operation of a school district

Carolyn Warner, Superintendent
DR. JIM HARTGRAVES, DEPUTY SUPERINTENDENT

Arizona Department of Education

December, 1977

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ARIZONA ELEMENTARY ASSESSMENT HANDBOOK

A SELF-ASSESSMENT HANDBOOK FOR COMPLIANCE WITH THE LAWS RELATING TO ELEMENTARY SCHOOL BOARDS OF TRUSTEES AND THE STATE BOARD OF EDUCATION POLICIES FOR THE GENERAL OPERATION OF A SCHOOL DISTRICT.

Carolyn Warner, Superintendent
Arizona Department of Education
November, 1977

FOREWORD

Many elementary school districts have requested assistance from the Department of Education to help them assess their programs to see if they were in compliance with state laws and State Board of Education Policies. The basis for this self-assessment is in the Arizona Revised Statutes:

> § 15-441. Rule-making authority
>
> A. The board of trustees shall prescribe and enforce rules for the government of the schools, not inconsistent with law or rules prescribed by the state board of education.

Accurate determination can only come through a systematic approach to assessment. Therefore, the State Department of Education has developed this Elementary Assessment Handbook to serve as a self-assessment instrument.

Arizona Revised Statutes Title 15 and the Administrative Rules and Regulations, Title 7: Education, have been reorganized in format and simplified in question form for your convenience. Upon completion of this review, the findings can provide the necessary base for improvement in the quest for maximum potential. This self-improvement plan will serve as a facilitating instrument to bring about a feedback procedure within a district where strengths and weaknesses are identified.

Every year the Arizona Department of Education receives numerous requests for assistance from local districts in an effort to insure their compliance with State Board of Education Policies, and Arizona laws.

Based on these requests, the original self-assessment instrument was developed by the Elementary Assessment Handbook Task Force in cooperation with the Department of Education. It was designed to simplify the task of measuring compliance and to provide school districts the opportunity to review their own procedures and practices without fear of penalty or recrimination.

The revised Handbook follows the same guidelines and is also designed to be used by local districts as a learning instrument to increase their awareness of Arizona laws and State Board Policies in an effort to identify deficient areas.

Sincerely,

Carolyn Warner

Mrs. Ronald L. Warner
Superintendent

SUGGESTED PROCEDURES

ROLE OF THE STATE DEPARTMENT OF EDUCATION

There are basically two services offered by the State Department of Education:

1. To provide the Elementary Assessment Handbook upon request of any district Superintendent and/or Board of Trustees. There are two courses of action when a request has been received: (1) A State Department of Education staff member will send the Handbook to the person who made the request. There will be a phone call follow-up to answer any questions concerning the Handbook. (2) A staff member will be available, upon request, to meet with the Superintendent, the Board of Trustees or with any appropriate group at the district level to help them plan the self-assessment.

2. Upon written request from the Superintendent, a team of State Department of Education personnel will visit the school to validate the study done by the school district.

   If the school district is small and feels it cannot do an adequate self-assessment, a State Department of Education team will be available to do the complete assessment. However, the request must be made in writing and signed by the President or Clerk of the Board of Trustees of the district.

   If the State Department of Education validates a self-assessment or does the total assessment there will be a written and verbal report to the Board of Trustees and the school personnel upon completion of the assessment. The Handbook is designed so that comments can be written and summarized. This report will be left at the time of the assessment. The report will be given only to the local district as a service to them.

GENERAL SESSION

A group meeting of members of the Board of Trustees, administrators, and faculty is called by the District Superintendent to discuss the concept and use of the Elementary Handbook as a group-learning instrument. The Superintendent delineates the purpose of the Handbook and procedure for its use. A Handbook Coordinator to represent the administrator and faculty group is appointed by the Superintendent. Appropriate sections of the Handbook are to be presented to the President of the Board of Trustees and the Coordinator for the administrator-faculty group for distribution. The Superintendent must charge the President of the Board of Trustees and the Handbook Coordinator with the responsibility of substantiating all responses to individual questions. This charge is most important. Responsibility of validity of this assessment is solely dependent upon accurate sources of the information entered in all sections of the Handbook.

ROLE OF THE SUPERINTENDENT

1. President calls a general meeting of members of the Board of Trustees, administrators, and faculty to explain the purpose of the Elementary Handbook as a self-improvement instrument.

2. Distributes appropriate sections of the Handbook to the President of the Board of Trustees and the Coordinator to administrators and teachers.

3. Approves the completed sections submitted to him/her by the Coordinator for the administrator-teacher group.

4. Compiles the total data from the Board of Trustees and the administrator-teacher group into a single summary report.

5. Develops a report stating the findings of the total assessment process.

6. Determines with the Board of Trustees if validation of assessment report is appropriate.

7. Compiles a list of recommendations for self-improvement in terms of identifying strengths and weaknesses as revealed through the completed self-assessment and the validators' report of the assessment.

8. Distributes copies of recommendations to the Board of Trustees, administrators, and faculty.

ROLE OF THE BOARD OF TRUSTEES

1. President of the Board of Trustees calls a meeting to assign each section to individual Board members commensurate with individual skills.

2. President of the Board of Trustees assembles the section after completion by individual Board members.

3. President of the Board of Trustees calls a review session to: (a) review completed sections for entire Board approval; and (b) compile recommendations for self-improvement based on results of completed assessment sections.

4. President of the Board of Trustees submits the report to the Superintendent.

ROLE OF THE HANDBOOK COORDINATOR FOR ADMINISTRATOR-TEACHER GROUP

1. Handbook Coordinator calls a meeting of administrators and teachers to distribute appropriate sections.

2. Handbook Coordinator assembles the sections after compilation by individual administrators and teachers.

3. Handbook Coordinator calls a review session of those responsible for completion of sections prior to submission for approval by Superintendent and compiles recommendations for self-improvement based on results of completed assessment section.

4. Handbook Coordinator submits completed sections to Superintendent for final approval and acceptance.

GENERAL INSTRUCTIONS

COMPLETION OF ELEMENTARY ASSESSMENT HANDBOOK

School law is basically controlled by ARS Title 15 and State Board of Education policies. ARS and State Board policies contain mandatory and permissive provisions. In order for a school to comply with the law, it must meet the mandatory sections of ARS Title 15 and of State Board policies. The permissive provisions contained make available a wider scope of legal options to the local school districts; thus, a school district may choose to implement the permissive sections of the law.

This Handbook has been divided into seven subparts which correspond to major areas in which local districts may measure compliance with ARS and State Board policies. Each subpart contains one or more sections which denote more specific topics for consideration. Each section contains a series of questions where the heading of each series reflects the title and statute of either Title 15 or State Board policies. Each question is a statement of law reworded in question form.

After considering each question and determining the proper response for your district, mark your answer in one of the lines provided by placing a checkmark (✓) in the yes, no, or N/A (not applicable) columns.

You will note the format used for your answers separates the mandatory and permissive questions by providing blank lines in the appropriate columns.

A word of caution is in order about use of the N/A column. This column should be marked as seldom as possible, almost never when the provision is mandatory.

A space for comments and/or suggested actions is provided after each response. This information could provide important data for adjusting your present programs or planning for the future.

SECTION RESPONSE SUMMARY

Following each section, a Section Response Summary form has been provided for the purpose of summing all responses from that section. The total number of responses possible in that particular section is provided so that the accuracy of your count can be verified. Every question should have one and only one response. Space is also provided for comments and/or suggested action on that section. It should be noted that the proper response for each question is "yes", and in a few limited cases N/A (not applicable).

SCHOOL SUMMARY REPORT

The School Summary Report which appears after Subpart G is suggested for determining your district's overall level of compliance. Having completed the Section Response Summary for each section, transfer the information to the School Summary Report, tallying the information to determine total responses in each category.

ELEMENTARY ASSESSMENT HANDBOOK
DESCRIPTIVE MATERIAL

School District: _____

President, Board of Trustees: _____

Superintendent or Administrator: _____

Address: _____

County: _____ Phone: _____

Grades Taught _____ Number of Personnel _____ Number of Students _____

Self-Assessment
Completed by DATE _____

NAME AND POSITION NAME AND POSITION

_____ _____

_____ _____

_____ _____

_____ _____

(Optional) Validation
Completed by DATE _____

NAME AND POSITION NAME AND POSITION

_____ _____

_____ _____

_____ _____

_____ _____

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ARS 15-432	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-432
Organization of the Board of Trustees						
1. When you meet for the purpose of organizing the Board of Trustees, do you meet at the most convenient place in the District?	___	___			___	
2. When you meet for the purpose of organizing a Board of Trustees, do you meet between the dates of January 2 and the second Saturday in January following an election?	___	___			___	
3. When you meet for the purpose of organizing the Board of Trustees, do you give each trustee three days notice prior to the meeting, signed by two members of the Board?	___	___			___	
4. When you meet for the purpose of organizing the Board of Trustees, do you select a clerk and a president and then notify the county superintendent of the selections that same day?	___	___			___	
5. Do you meet at least once a month during the regular school year?	___	___			___	
6. If you have taken any actions or approved any documents during your meeting, do you allow members of the Board to sign each subsequent to the meeting?	___	___			___	
7. Do you have a majority of members present before you conduct business?	___	___			___	
8. Do you contact each Board member concerning special meetings personally or by telephone?	___	___			___	
9. Do you have a majority of the Board sign all orders of the County School Superintendent for teacher salaries or other expenses?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-432 (continued)						ARS 15-432 (continued)
10. Do you have a written prescribed set of rules for your own governance?	___	___			___	
ARS 15-433						ARS 15-433
Clerk of the Board						
1. Does the Clerk or designated employee of the Board keep an itemized account of receipts and expenditures of school money?	___	___			___	
2. Does the Clerk of the Board or designated employee keep a record of all proceedings of the Board?	___	___			___	
3. Does the Clerk of the Board provide all school supplies and keep the school house and premises in repair?	___	___			___	
ARS 15-442						ARS 15-442
General Powers and Duties of the Board						
1. Do you require a majority vote of the Board to permit a superintendent, principal, or their representatives to travel for school purposes?	___	___			___	
2. Do you permit school board members to travel for school purposes and to receive reimbursement therefore?	___	___			___	
ARS 38-431 et seq. 41-1010(1)						ARS 38-431 et seq. 41-1010
Open Meetings						
1. Are all meetings (except executive sessions) of your Governing Board held in public?	___	___			___	
2. Is reasonable and practical notice given to the public regarding your regular meetings?	___	___			___	

ARS 38-431 et seq. 41-1010 (1) (continued)	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 38-431 et seq. 41-1010(1)
3. Do you give at least 24 hours notice for special meetings?	___	___			___	
4. Do you hold emergency meetings only in the face of an emergency?	___	___			___	
5. Is your notice commensurate with the degree of emergency?	___	___			___	
6. Are your executive sessions open to the public except where legally confidential matters are to be discussed?	___	___			___	
7. Are you aware that quasi-judicial meetings (like hearings to expel a student) are not exempted from the open meeting requirements?	___	___			___	
8. Are you aware that disciplinary proceedings involving employees of a school district, such as teachers, may be held in executive session unless the employee or teacher demands that the proceedings occur at a public meeting? [Re: 77-167 (R77-222)]	___	___			___	

SECTION RESPONSE SUMMARY

Subpart A Section # 1

Section Topic: MEETINGS AND RULES OF GOVERNANCE OF THE BOARD OF TRUSTEES

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 23

COMMENTS:

GENERAL POWERS AND DUTIES OF THE BOARD OF TRUSTEES

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-435						ARS 15-435
The Power to Sue						
1. Do you, as the Board of Trustees, sue in the name of the school district?	___	___			___	
2. Do you hold and convey property for the use and benefit of the district?	___	___			___	
ARS 15-436						ARS 15-436
Liability of The Board of Trustees						
1. Are you aware that you are not personally liable for actions taken and acts done in reliance upon written opinions of the Attorney General?	___	___			___	
2. Are you aware that you are not personally liable for actions taken and acts done in good faith during regular and special meetings?	___	___			___	
ARS 15-439						ARS 15-439
Advisory Meetings of School District Electors						
1. Do you call meetings of the qualified voters of a district for consultation concerning litigation?			___	___	___	
2. When petitioned by 15% of the qualified voters of a district or at least 1,000 qualified voters, do you call meetings of the qualified voters for consultation?	___	___			___	
3. Do you call meetings of qualified electors by posting notices which specify the nature of business for that meeting for not less than 10 days prior to any such meeting?	___	___			___	
4. Are such meetings presided over by the president of the Board of Trustees or, at least an individual chosen by the electors?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-441.01						ARS 15-441.10
Insurance						
1. Would you provide and make available accident insurance coverage for students in your athletic or other school activities?			___	___	___	
ARS 15-441						ARS 15-441
The Rule-Making Authority						
1. Have you prescribed rules for the government of schools within your district that are not inconsistent with the law and the State Board of Education policy?	___	___			___	
2. Have you provided financial protection for the Board members through the purchase of surety bonds and public liability and property damage insurance?			___	___	___	
ARS 15-1205						ARS 15-1205
Single Administrative Program						
1. If your school district has common board membership and coterminous boundaries with a high school, is your district aware that you can have a single administrative program?			___	___	___	

SECTION RESPONSE SUMMARY

Subpart A Section # 2

Section Topic: GENERAL POWERS AND DUTIES OF THE BOARD OF TRUSTEES

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 12

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-204						ARS 15-204
Authority to Suspend Pupil						
1. Do you grant the authority to suspend a pupil from school to a Superintendent, Principal, or a Head Teacher?	___	___			___	
2. Are all suspensions made for good cause?	___	___			___	
3. Are all suspensions reported to the District Board within five days?	___	___			___	
ARS 15-305						ARS 15-305
Cause for Expulsion						
1. Do you hold pupils responsible to comply with the regulations?	___	___			___	
2. Do you hold pupils responsible to pursue the required course of study?	___	___			___	
3. Do you hold pupils responsible to submit to the authority of the teachers and the governing Board?	___	___			___	
4. Do you consider continued open defiance of authority grounds for expulsion?	___	___			___	
5. Do you consider habitual profanity and vulgarity grounds for expulsion?	___	___			___	
ARS 15-446						ARS 15-446
Damage to School Property						
1. Would you suspend or expel the pupil who cuts, defaces, or otherwise injures any school property?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-446 (continued)						ARS 15-446 (continued)
2. Would you hold responsible for damage the parents of minors who have cut, defaced, or otherwise injured any school property?	___	___			___	
ARS 15-442						ARS 15-442
General Powers and Duties of the Board Re: Conduct and Attendance						
1. Do you hold pupils to strict account for disorderly conduct on the way to and from schools?	___	___			___	
2. Do you hold pupils to strict account for disorderly conduct on school property?	___	___			___	
3. Do you provide for adequate supervision over pupils in all instructional and noninstructional areas?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart A Section # 3 Section Topic: CONDUCT OF STUDENTS AND ATTENDANCE

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 13

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1137.02						ARS 15-1137.02
Extended School Operation; Powers and Duties of State Board						
1. When you are qualified and desire to operate on an extended school year basis, do you seek approval of the State Board of Education?	___	___			___	
2. Do you employ a separate budget for each of your schools operated on an extended school year basis?	___	___			___	
3. When you operate on an extended school year basis, do you exclude the first 12 months operation from the budget limit?	___	___			___	
SBE-R7-2-301 (page 97)						SBE-R7-2-301 (page 97)
Extended School Year						
1. When you desire to operate on an extended school year, do you accomplish a comparative cost analysis of the extended school year program versus the cost of new facilities?	___	___			___	
2. When you desire to operate on an extended school year basis, do you hold at least one widely publicized public hearing to present the advantages and disadvantages of all the alternatives?	___	___			___	
3. When you desire to operate on an extended school year basis, do you determine faculty, community, and parental support prior to making any final decisions?	___	___			___	
4. When you desire to operate on an extended school year basis, do you certify to the State Board of Education that any additional costs will be borne by the district?	___	___			___	

ARS 15-451	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-451
Use of School Buildings as the Civic Center						
1. Would you lease, rent, or permit the use of school facilities, equipment and other school property by citizens and organized groups for recreation, educational, economic, artistic, moral, scientific, social, or other civic purposes?	___	___			___	
2. Would you deposit money if received from the use of school facilities and property with the county treasurer in a special district civic center fund?			___	___	___	
3. If you make facilities available for use by a special group, do you charge a competitive rental rate for such use?	___	___			___	
4. Do you insure that the proceeds of each lease or rental are sufficient to pay all costs incurred by the board, to include any damages, depreciation and an amount to provide adequate liability insurance for the district which shall be purchased by the board?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart A Section #4 Section Topic: SPECIAL PROGRAMS

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 11

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-442 and 15-432 (E)						ARS 15-442 and 15-432 (E)
Quorum Requirement						
1. When your school district buys, sells, conveys, or rents school property, does the Board of Trustees decide such questions at a public meeting with a quorum present?	___	___			___	
ARS 15-442						ARS 15-442
General Powers and Duties of the Board of Education						
1. Do you purchase school furniture, apparatus, equipment, library books, and supplies for the use of the schools?	___	___			___	
2. Do you rent facilities when necessary and feasible and furnish them for the school district?	___	___			___	
3. Do you repair and insure the school property of the district?	___	___			___	
4. When directed to do so by a vote of the district, do you construct school buildings?	___	___			___	
5. Do you sell and convey property in the name of the district?	___	___			___	
6. When authorized by a vote of the district, do you purchase or sell school sites?	___	___			___	
7. When authorized by a vote of the district, would you construct, improve, and finish buildings for school purposes on premises leased from the National Park Service?	___	___			___	
8. When authorized by a vote of the district, would you utilize monies from the insurance recoveries to purchase school sites or construct, improve, and furnish school buildings?	___	___			___	

ARS 15-442 (continued)	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-442 (continued)
9. Would you construct or provide housing facilities for teachers where they are necessary?	___	___			___	
10. Would you sell to the State, County, or City, any school property that is required for a public purpose but not essential to the normal operation of the school?	___	___			___	
11. Do you visit and examine every school in the district and examine carefully its management, conditions and needs?	___	___			___	
12. Do you manage and control school property within the district?	___	___			___	
13. Would you apply the proceeds from the sale of school property to the payment of any outstanding bonded indebtedness?			___	___	___	
14. Would you annually budget and expend funds for membership in an association of school districts within the state?			___	___	___	
15. Would you enter into a long-term lease or lease-purchase agreement for a period exceeding one year for buildings and grounds?	___	___			___	
16. Do you provide transportation for any child when it is in the best interests of the district?	___	___			___	
17. Do you exclude from school all books, publications, or papers of a sectarian, partisan, or denominational character?	___	___			___	
18. When releasing activities of a student do you adhere to Board of Education policies?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-442 (continued)						ARS 15-442 (continued)
19. Do you have Board of Education policies relating to the utilization and dissemination of information such as the student's name, address, date and place of birth; major; officially recognized activities and sports; weight and height, if a member of an athletic team; dates of attendance; degrees; awards; and the most recent previous institution attended?	___	___			___	
20. Is your school aware that such use and release of student information is subject to written parental consent?	___	___			___	
ARS 15-452						ARS 15-452
School Recreation Centers						
1. Would you permit school buildings and grounds to be operated as a public play, playground and recreation center?			___	___	___	
ARS 37-232						ARS 37-232
Application to Purchase State Lands						
1. Is your school aware that a person or a lessee may apply to purchase land upon which improvements have been made?			___	___	___	
ARS 37-601 et seq.						ARS 37-601 et seq.
Property Exchanges						
1. Is your school district aware that district land may be exchanged with other governmental agencies and entities?			___	___	___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 37-710						ARS 37-710
Sale of Public Lands: Mineral Rights						
1. Is your district aware that all oil and mineral rights must be retained upon the sale of public land?	___	___			___	
ARS 15-403, 15-409, 15-410, 15-413, 15-421.05(C), 15-435, 15-525 and 15-1302						ARS 15-403, 15-409, 15-41 15-413, 15-421.05(C), 15- 15-525, & 15-1302
Distribution of School Property of Altered Districts						
1. Is your district aware of how to distribute property of new, lapsed, or changed school districts?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart A Section # 5 Section Topic: THE FACILITIES AND PROPERTY OF THE SCHOOL

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 26

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-402						ARS 15-402
District Boundaries						
1. Are district trustees contacted by the county superintendent and given written notice of proposed district boundary changes?	___	___			___	
ARS 15-403						ARS 15-403
Change of District Boundaries						
1. Are applications to include unorganized territory in your district brought to the vote of the qualified electors?	___	___			___	
2. Are applications to diminish your district boundaries voted on?	___	___			___	
3. Do you observe procedures prescribed in ARS 15-403 for merging a school district to which pupils are transported?	___	___			___	
ARS 15-404						ARS 15-404
Forming a New District						
1. Does your district allow formation of a new district of 250 or more pupils upon petition?	___	___			___	
ARS 15-406						ARS 15-406
Annexation of District						
1. Does your district allow its annexation to another district through approved petition processes?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-421.01						ARS 15-421.01
Petition for Joint Common School District						
1. Does your petition for the creation of a joint common school district include a description of the territory comprising the proposed district and a request that the question of the creation of the proposed district be submitted to qualified electors residing in each of the affected districts?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart A Section # 6 Section Topic: DISTRICT BOUNDARIES

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 7

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-434						ARS 15-434
Secretary or Other Employees						
1. If you have an average daily attendance of 500 or more, do you pay your clerk of a board a reasonable compensation?			___	___	___	
2. If you have an average daily attendance of 1,000 or more students, do you employ board secretaries or other board employees to perform clerical duties?			___	___	___	
ARS 15-438						ARS 15-438
Employment of Professional Help						
1. Do you employ professional personnel for making surveys and recommendations relating to facilities, curricula, and other requirements of the district?			___	___	___	
2. Do you employ an attorney to represent the school district?			___	___	___	
3. Are you aware that the board of trustees may employ legal counsel without consent of the county attorney when they deem it advisable?			___	___	___	
4. Are you aware that if an attorney is employed without the consent of the county attorney, the county attorney does not have the duty to represent the district with regard to any matter for which such an attorney was employed and shall not be responsible to the district for an exercise of, or failure to exercise, professional judgment by such an attorney in his representation of the district?	___	___			___	
ARS 15-443						ARS 15-443
Limitations on Employment of District Personnel						
1. Are all of the teachers employed by your district properly certified?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-443 (continued)						ARS 15-443 (con't)
2. Are all district contracts for certified personnel in writing?	___	___			___	
3. Are all employees who are dependents of the Board only employed upon consent of the Board?	___	___			___	
ARS 15-444						ARS 15-444
Superintendents, Principals, and Head Teachers						
1. When you have an average daily membership of 300 or more, do you employ a superintendent or principal, or both?			___	___	___	
2. When you employ less than five teachers do you appoint a Head Teacher?			___	___	___	
3. Do you offer a superintendent and/or principals terms of employment that do not exceed four years?	___	___			___	
ARS 15-448						ARS 15-448
Special Teachers						
1. Do you employ special teachers in drawing, music, domestic science, manual training, kindergarten, commercial work, agriculture, or other special subjects?			___	___	___	
ARS 15-1191						ARS 15-1191
Exchange Teacher Agreements						
1. Do you enter into agreements with any foreign countries, states, or territories for the exchange and employment of teachers?			___	___	___	

SECTION RESPONSE SUMMARY

Subpart B Section # 1

Section Topic: AUTHORITY TO EMPLOY PERSONNEL

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 14

COMMENTS:

58

59

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 13-842.01						ARS 13-842.01
Child Abuse						
1. Are all teachers and school personnel aware that they are to report evidence of nonaccidental injuries and physical neglect of minors to the proper authorities?	___	___			___	
2. Are suspected cases of child abuse reported to a municipal or county peace officer or the State Department of Economic Security?	___	___			___	
ARS 15-201						ARS 15-201
Duties of Teachers						
1. Does each teacher present his or her certificate to the County Superintendent for recording?	___	___			___	
2. Does each teacher notify the Superintendent when taking charge of a school or when closing a term of school?	___	___			___	
3. Does each teacher enforce the course of study, use adopted textbooks and the prescribed rules and regulations?	___	___			___	
4. Does each teacher hold pupils accountable for disorderly conduct?	___	___			___	
5. Does each teacher supervise pupils on the playground and during recess if assigned to do so?	___	___			___	
6. Does each teacher keep a register?	___	___			___	
7. Does each teacher report to the County Superintendent the State Board requirements on forms furnished by the State Superintendent of Public Instruction?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-201 (continued)						ARS 15-201 (con't)
8. Does each teacher submit to the County Superintendent an annual report for the entire school year and on forms provided by the State Board of Education?	___	___			___	
9. Does each teacher make all reports that are required by the Superintendent, County School Superintendent, or the Board of Trustees?	___	___			___	
ARS 15-208						ARS 15-208
Failure to Comply With Statutes on Unprofessional Conduct						
1. Do all teachers refrain from displays of unprofessional conduct such as failing to comply with the Arizona Revised Statutes?	___	___			___	
ARS 15-210						ARS 15-210
Insult or Abuse of Teacher in School, Punishment						
1. When a person insults or abuses a teacher in the presence of the school, is this person charged with a misdemeanor and tried?	___	___			___	
ARS 15-207						ARS 15-207
Dismissal for Failure to Comply With Certain Laws						
1. Do all school administrators, teachers, or other public school officials refrain from willfully neglecting to carry out requirements of Section 15-1021 relating to instruction in State and Federal Constitutions?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-233						ARS 15-233
Course and Examination on State and U. S. Constitutions						
1. Do all teachers applying for a certificate authorizing them to be a teacher in the public schools, take and pass an examination covering the provisions and principles of the constitutions of the United States and Arizona?	___	___			___	
a. If a teacher has met all other requirements for certification except the above requirement, do they at least possess a one-year certificate to teach?	___	___			___	
ARS 15-453						ARS 15-453
Insurance on School Bus Operators						
1. Do you purchase public liability and property damage insurance covering school bus drivers while driving school buses?			___	___	___	
2. Do you require your bus drivers to purchase liability and personal injury insurance?			___	___	___	
ARS 15-206						ARS 15-206
Examination of Teachers and Other School Employees for Tuberculosis						
1. Does the district refrain from employing persons afflicted with pulmonary tuberculosis?	___	___			___	
2. Does the district refrain from requiring that employees submit to annual or other regular periodic examinations for tuberculosis except in instances where such an employee shows symptoms of pulmonary disease?	___	___			___	

	Mandatory		Permissive		N/A	ACTIONS NEEDED:
	Yes	No	Yes	No		
ARS 15-206 (continued)						ARS 15-206 (con't)
3. If an employee displays symptoms of pulmonary disease, does the school board require the employee to submit such tests or examinations as a licensed physician deems appropriate?			___	___	___	
4. When a person employed by a school board is afflicted with pulmonary tuberculosis, does he/she resign immediately unless he/she requests and is granted a leave of absence under Section 15-444.02?	___	___			___	
5. When an examination of an employee reveals an affliction of tuberculosis, does the district refrain from drawing warrants for the employee other than for accumulated sick leave for services rendered after the examination?	___	___			___	
ARS 15-231						ARS 15-231
Oath of Office						
1. Do you require all employees to sign the oath prescribed for public officers?	___	___			___	
2. Does the person taking the oath file a copy of the signed oath with the school district office?	___	___			___	
ARS 15-232						ARS 15-232
Duty of Persons Who Hire Employees Required to Take an Oath of Office						
1. Are you aware that it is unlawful to permit a person to serve as a teacher, administrator, or instructor without having first complied with the requirements of ARS 15-231?	___	___			___	
ARS 15-252						ARS 15-252
Teacher Contracts						
1. When renewing a teacher's contract, do you offer such contracts between March 15 and May 15?	___	___			___	

ARS 15-252 (continued)	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-252 (con't)
2. When notifying a probationary teacher of your intention not to offer or renew a contract for the next year, do you deliver the notification personally, or at least by certified mail?	___	___			___	
3. Do you make known the Board's intention not to rehire a probationary teacher to that teacher on or before April 15?	___	___			___	
4. Do you include in your notification of intention not to rehire a teacher, a statement of reasons for your decisions not to reemploy the teacher?	___	___			___	
5. Do you consider any offer of contract or contract renewal to be revoked if the teacher has not returned the signed contract or a written acceptance to the Board within 30 days?	___	___			___	
6. When notifying a teacher of your intention not to offer or renew a contract based on inadequacy of classroom performance, is the teacher given at least 90 days prior notice?	___	___			___	
7. Does the notice of inadequacy specify the deficiencies in order to furnish the teacher an opportunity to correct his/her inadequacies?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart B Section # 2 Section Topic: DUTIES OF TEACHERS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 33

COMMENTS:

68

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-253						ARS 15-253
Dismissal of Continuing Teacher; Written Charges; Notice; Hearing on Request						
1. Do you give thirty (30) days notice to a continuing teacher of your intention to dismiss that teacher?	___	___			___	
2. Do you serve any notice to dismiss a continuing teacher on that teacher personally or, at least, send a copy by registered or certified mail to that teacher's last known address?	___	___			___	
3. Do you attach to any notice to dismiss a continuing teacher a written statement of charge which specifies instances of unprofessional conduct?	___	___			___	
4. Do you provide the opportunity for a continuing teacher to have a hearing?	___	___			___	
ARS 15-254						ARS 15-254
Suspension Prior to Dismissal of a Teacher Written Charges, Continued Salary						
1. When a written statement of charges is formulated by the governing board, charging a teacher of the district with cause for dismissal, is the Board aware that it may immediately suspend the teacher from his/her duties and give him/her notice of suspension?	___	___			___	
2. When notice of suspension is given, is it in writing and is it served upon the teacher personally or by United States registered mail addressed to the teacher at his/her last known address?	___	___			___	
3. Is any teacher who is suspended pursuant to this section continued to be paid regular salary during the period of suspension?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-255						ARS 15-255
Compulsory Leaves of Absence, for Criminal Charges, Continued Salary						
1. When a certificated teacher is charged by criminal complaint (that might be deemed cause for dismissal), would the governing board immediately place the teacher on compulsory leave of absence for a period of time extending for not more than ten days after the date of the entry of judgment in the proceedings?	___	___			___	
2. When a teacher is placed on compulsory leave of absence pursuant to this section, would he or she continue to be paid regular salary during this compulsory leave of absence?	___	___			___	
ARS 15-257						ARS 15-257
Limitations Upon Reduction of Salaries or Personnel						
1. When teachers' salaries are reduced in order to effectuate economy in the operation of the district, would notice of the general salary reduction be given each teacher affected not later than May 1 of the calendar year in which the reduction would take place?	___	___			___	
2. When a teacher is dismissed for reasons of economy or lack of pupils, would a preferred right of reappointment be granted in the order of original employment by the board in the event of an increase in the number of teachers or reestablishment of services within a period of three years?	___	___			___	
ARS 15-258						ARS 15-258
Resignation Restrictions, Violation, Penalty						
1. When a probationary or continuing teacher resigns after signing and returning a contract, is such a resignation first approved by the school board?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-258 (continued)						ARS 15-258 (continued)
2. When a probationary or continuing teacher resigns *contrary to statement number 1, would he or she be* deemed to have committed an unprofessional act and be subjected to disciplinary action?	___	___			___	
ARS 15-262						ARS 15-262
Request for Hearing						
1. If a hearing is requested by a teacher:						
a. Do you commence such a hearing within 30 days of the filing of such a request?	___	___			___	
b. Do you select a three person commission to conduct such a hearing with one member selected by the governing board, one member selected by the teacher, and third member selected by the first two members of the commission?	___	___			___	
c. Do you review the findings of the commission and render and, as appropriate, implement its decision?	___	___			___	
ARS 15-263						ARS 15-263
Hearing Costs; Counsel; Limitations on Evidence; Reinstatement						
1. Do you pay for all expenses of a hearing that is brought about during the dismissal of a continuing teacher except for that teacher's witnesses and attorney fees?	___	___			___	
2. When the hearings commission recommends that the teacher not be dismissed, do you pay all the reasonable witness and attorney fees incurred by the teacher?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-264						ARS 15-264
Appeal of Governing Board Decision						
1. When a continuing teacher appeals a decision of the governing board, would the case be reviewed by a court of competent jurisdiction in the same manner as the decision made in accordance with the provisions of Section 41-785?	___	___			___	
2. When a continuing teacher appeals a decision of the governing board, would the proceedings be set for hearing at the earliest possible date and take precedence over all other cases, except older matters of the same character and matters to which special precedence is otherwise given by law?	___	___			___	
ARS 15-265						ARS 15-265
Notice Prior to Charge of Inadequacy						
1. Do you give any teacher an opportunity to correct his/her inadequacies by:						
a. Furnishing the teacher 90 days preliminary written notice of intention to dismiss or not reemploy?	___	___			___	
b. Specify the nature of the teacher's inadequacy in any written notice of inadequacy?	___	___			___	
c. Allowing the teacher the opportunity to overcome the grounds for the charge of inadequacy?	___	___			___	
2. Do you, prior to formulating charges of inadequacy:						
a. Give the teacher a 90-day notice of intent to dismiss?	___	___			___	
b. Give the teacher a copy of any evaluation pertinent to the charges made and filed with the Board?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-265 (continued)						ARS 15-265 (con't)
c. Is preliminary notice of an intention not to reemploy given no later than January 15?	___	___			___	
ARS 15-268						ARS 15-268
Teacher Assessment and Evaluation						
1. Have you availed yourself of the advice of your certified teachers in the development and adoption of guidelines for a system of assessment and evaluation of the performance of certified teachers?	___	___			___	
2. Has your district adopted any system of assessment and evaluation of the performance of certified teachers established pursuant to ARS 15-268?	___	___			___	
3. Have you filed a description of an adopted system of assessment and evaluation of the performance of certified teachers so adopted with the State Department of Education? (By June 30, 1977)	___	___			___	
ARS 15-444.02						ARS 15-444.02
Authorization of Leaves of Absence						
1. Do you authorize leaves of absence for administrative or teaching personnel when such leaves are reasonable, for good cause and not detrimental to education within the district?			___	___	___	
2. Do you limit leaves of absence to one year's duration?	___	___			___	
3. Do you grant sabbatical leaves of absence to teachers for the purpose of allowing a teacher, who has been employed by the district for a period of seven consecutive years, to continue his/her professional education?			___	___	___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-444.02 (continued)						ARS 15-444.02 (continued
4. Do you require that anyone receiving sabbatical leave return and be employed for one full year following that leave?	___	___			___	
5. Do you guarantee that all rights of tenure, retirement, accrued leave with pay, salary increments, and other benefits are preserved and available to the teacher after the termination of the leave of absence?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart B Section # 3

Section Topic: DISMISSALS, LEAVES OF ABSENCE, AND EVALUATION

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 34

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1471						ARS 15-1471
Retirement of Teachers						
1. Do you retire any teacher who reaches the age of 65 unless you approve that teacher's application to be returned to the classroom?	___	___			___	
2. Do you forward annually to the state employees retirement system board a teacher's application to be retained after the age of sixty-five?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart B Section # 4 Section Topic: RETIREMENT OF TEACHERS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 2

COMMENTS:

ARS 15-102.21

Certification

The State Board of Education in order to properly supervise and control the certification of teachers pursuant to ARS 15-102.21 designates various types of teaching certificates, establishes requirements, and sets valid terms for each type of certificate. (Evaluation form is only for common schools.)

(Reference: Arizona Rules and Regulations Governing the Certification of Teachers and Administrators in Arizona.)

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
1. Does each elementary teacher employed in non-special instruction hold a valid Standard, Basic, Temporary or Provisional Elementary Teaching Certificate?	___	___			___	
2. Does each teacher of vocational education hold a Standard, Basic, Temporary, or Provisional Vocational Certificate in the proper vocational area?	___	___			___	
3. Does each elementary principal hold a valid Elementary Principal or Provisional Elementary Principal Certificate?	___	___			___	
4. Does the elementary superintendent hold a valid Superintendent or Provisional Superintendent Certificate?	___	___			___	
5. Does each supervisor hold a valid Elementary Supervisor Certificate in the area to be supervised?	___	___			___	
6. Does each elementary substitute teacher, elementary intern, and elementary special exchange teacher hold a valid special certificate?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-102.21 (continued)						ARS 15-102.21 (con't)
7. Does each elementary teacher hold a Provisional, Temporary, Basic, or Standard Education Certificate in the appropriate area of exceptionality, i.e.; mentally handicapped, physically handicapped, emotionally handicapped, and learning disabilities?	___	___			___	
SBE-R7-2-306 (page 140)						SBE-R7-2-306 (page 140)
Certification						
1. Does each special education teacher in the areas of learning disabilities, mentally handicapped, emotionally handicapped, or physically handicapped hold a Provisional, Basic, Temporary, or Standard Special Education Certificate in the appropriate area?	___	___			___	
2. Does each teacher of hearing handicapped hold a Basic or Standard Hearing Handicapped Certificate?	___	___			___	
3. Does each teacher of the visually handicapped hold a Basic or Standard Visually Handicapped Certificate?	___	___			___	
4. Does each teacher of speech and language therapy hold a Basic or Standard Speech and Language Therapy Certificate?	___	___			___	
5. Does each psychologist hold a School Psychologist Certificate?	___	___			___	
ARS 15-234						ARS 15-234
Certificate as Prerequisite to Warrant for Salary						
1. Is each teacher a holder of a legal certificate in force for a full term for which payment is demanded?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart B Section # 5 Section Topic: CERTIFICATION

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 13

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-102						ARS 15-102
Powers and Duties of the State Board of Education Re: Textbooks and Testing						
[See ARS 15-442, ARS 15-1101, ARS 15-1107, SBE-R7-2-301: Page 88]						
1. Do you purchase textbooks suggested by the State Board of Education?			___	___	___	
2. Do you purchase your textbooks directly from the publisher?	___	___			___	
3. Do you order supplementary texts from the State Board suggested supplementary text list?			___	___	___	
ARS 15-442						ARS 15-442
General Powers and Duties of the Board of Education Re: Textbooks						
[See ARS 15-102, ARS 15-1107, ARS 15-1108, SBE-R7-2-301: Page 88]						
1. Do you select and purchase textbooks from lists and publishers suggested by the State Board of Education?			___	___	___	
2. Do you insure that not more than one quarter of the money expended for textbooks is spent for supplemental materials?	___	___			___	
SBE-R7-2-301 (page 71)						SBE-R7-2-301 (page 71)
Availability of State Adopted Courses of Study, Textbooks, and Instructional Material						
1. Have you developed procedures for parental review and participation in textbook selection?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
SBE-R7-2-301 (page 71) (continued)						SBE-R7-2-301 (page 71)
2. Have you developed procedures for parents and guardians to view all instructional materials?	___	___			___	
ARS 15-1101						ARS 15-1101
Furnishing of Free Textbooks						
1. Do you furnish textbooks free of charge in the common schools?	___	___			___	
ARS 15-1107						ARS 15-1107
Care and Issuance of Books						
1. Do you hold the pupils responsible for damage to textbooks issued to them?	___	___			___	
ARS 15-1108						ARS 15-1108
Parental Purchase of Texts						
1. Do you provide for the purchase of textbooks by pupils or parents?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart C Section # 1 Section Topic: TEXTBOOKS

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 10

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1131						ARS 15-1131
Testing Pupils in Elementary Grades						
1. Do you administer, in the first week of October to all pupils of the third grade, a Standardized Reading Achievement Test adopted by the State Board?	___	___			___	
2. Do you administer, in the first week of October to all pupils of the fifth grade, a Standardized Math Achievement Test adopted by the State Board?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart C Section # 2 Section Topic: TESTING PUPILS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 2

COMMENTS:

93

94

COMPETENCY REQUIREMENTS

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
SBE-R7-2-301 (page 75)						SBE-R7-2-301 (page 75)
Skill in Basic Subject Areas						
1. Do you require that promotion from year to year be based upon standards of skill in the basic subject areas that you have previously agreed upon?	___	___			___	
2. Do you require that each pupil attain a sixth grade competency as determined by the district in reading, computation and written communications skills prior to receiving the standard eighth grade certificate of promotion?	___	___			___	
SBE-R7-2-301 (page 75)						SBE-R7-2-301 (page 75)
Arizona and United States Constitutions						
1. Do you require that pupils be knowledgeable in the subjects of the Arizona and United States Constitutions, as shown by a district developed method, prior to receiving a certificate of promotion from eighth grade?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart C Section # 3 Section Topic: PROMOTION REQUIREMENTS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 3

COMMENTS:

95 96

CONTINUOUS UNIFORM EVALUATION SYSTEM

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
SBE-R7-2-301 (pg. 98) & State CUES Plan						SBE-R7-2-301 (Pg. 98) & State CUES Plan
1. Have you, in cooperation with the State Board of Education developed, established, and directed the implementation of a Continuous Uniform Evaluation System of pupil achievements in relation to measurable performance in reading, writing, and computational skills?	___	___			___	
2. With regard to reading, writing and computational skills, are the following areas addressed for each:						
a. measurable performance objectives?	___	___			___	
b. the evaluation instrument?	___	___			___	
c. alternative learning plans?	___	___			___	
d. a recordkeeping system?	___	___			___	
e. the parent-reporting system?	___	___			___	
SBE-R7-2-301 (page 100)						SBE-R7-2-301 (page 100)
Certificate of Promotion						
1. Do you issue a certificate of promotion to those students who have been determined to have a physical and/or mental deficency which prevents their attaining a sixth grade competency in reading, computational and written communicative skills and have been evaluated in accordance with ARS 15-1013?	___	___			___	
2. When you issue a special education certificate of promotion, does the district superintendent or his/her designee certify that the certificate is issued for a valid cause?	___	___			___	
3. Are you aware that certificates of promotion for special education students should make no reference to the special education classification, that this information should be indicated on the student transcripts only? (RE: Official Minutes, State Board of Education Meeting, January 26, 1976.)	___	___			___	

SECTION RESPONSE SUMMARY

Subpart C Section # 4 Section Topic: CONTINUOUS UNIFORM EVALUATION SYSTEM

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 9

COMMENTS:

99

100

BILINGUAL STUDENT EVALUATION

ARS 15-1097	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	ARS 15-1097
	Yes	No	Yes	No		
Bilingual Instruction and Special English Training						
1. Are State Board of Education testing standards and qualification requirements utilized to qualify students for each grade level prior to and after completion of each program?	___	___			___	
2. Do all instructors hold the required minimum qualifications established by the State Board of Education?	___	___			___	
3. Do all schools receiving support for bilingual instruction have suitable facilities?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart C Section # 5 Section Topic: BILINGUAL STUDENT EVALUATION

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 3

COMMENTS:

102

101

ARS 15-1013

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		ARS 15-1013
Evaluation of Child for Placement in Special Education Program						
1. Is the referral of a child for evaluation for possible placement in a special education program made under the direction of the chief administrative official of the school district or county, or a person designated by him/her as responsible for special education, and after consultation with the parent or guardian?	___	___			___	
2. Is an evaluation of the child's limitations and capabilities made before he/she is placed in a special education program?	___	___			___	
3. Is an evaluation made by at least one professional specialist in the field relevant to the child's handicap and under the direction of the chief administrative official of the school district or county or such person designated by him/her as responsible for special education?	___	___			___	
4. Are the educational implications of the handicapping conditions evaluated by a psychologist when appropriate?	___	___			___	
5. Are the results of all evaluations submitted in writing and with recommendations to the chief administrative official of the school district or county or to such person designated by him/her as responsible for special education?	___	___			___	

ARS 15-1013 (continued)	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-1013 (con't)
6. Does your evaluation contain the following minimum information in writing:						
a. reason for referral?	___	___			___	
b. educational history of child?	___	___			___	
c. educationally relevant medical findings?	___	___			___	
d. determine educational problems that may be the result of educational disadvantages?	___	___			___	
e. developmental history of child?	___	___			___	
f. types of tests administered to the child and the results?	___	___			___	
g. recommendations of goals and instructional objectives based upon needs?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart C Section # 6 Section Topic: SPECIAL EDUCATION STUDENT EVALUATION

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 12

COMMENTS:

USE OF SCHOOL MONEY

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-437						ARS 15-437
Purposes for Which School Money May Be Used						
1. Do you use school money received from State and County school apportionment exclusively for payment of salaries to teachers and other employees and contingent expenses of the district?	___	___			___	
ARS 15-1247						ARS 15-1247
County School Reserve Fund						
1. Are you aware that the county school reserve fund may be used for county school service programs pursuant to ARS 15-1166?			___	___	___	
2. Are you aware that special county school reserve funds may be used only for:						
a. Transportation of children to and from one- and two-room rural schools?	___	___			___	
b. Transportation from unorganized territories or districts of eligible children?	___	___			___	
c. Cost of maintaining one- and two-room schools?	___	___			___	
d. Necessary expenses of unorganized territory schools?	___	___			___	
e. Expenditures to establish and maintain special education programs for handicapped children the first year of operations pursuant to ARS 15-1011?	___	___			___	
f. Expenditures for service programs pursuant to ARS 15-0111?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS-15-440						ARS 15-440
The Annual Report						
1. Do you make an Annual Report to the County School Superintendent on or before July 1 of each year?	___	___			___	
2. Whenever it is required of you, do you make reports directly to the County School Superintendent or the Superintendent of Public Instruction?	___	___			___	

Section Response Summary

Subpart D Section # 1 Section Topic: USE OF SCHOOL MONEY

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 10

COMMENTS:

109

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ARS 15-1202

School District Budgets

	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-1202
1. Are you aware that no employee of a common, unified or high school district or the spouse of such employee may hold membership on a board of trustees or board of education of a school district by which such employee is employed? (Ref: ARS 15-209)	___	___			___	
2. Did you know, that notwithstanding any other provision of law, a public school trustee shall be eligible to vote on any budgetary, personnel or other question which comes before his/her district board, except that it shall be unlawful for such a trustee to vote on a specific item which concerns the appointment, employment or remuneration of such trustee or any person related to such trustee who is a spouse or a dependent as defined in sec. 43-127?	___	___			___	
3. Does the Governing Board of your school submit a yearly proposed budget summary to the State Superintendent's Office and the County School Superintendent on or before June 1st of each year?	___	___			___	
4. Are copies of the budget summary kept on file in your district office?	___	___			___	
5. Are the copies available to the public on request?	___	___			___	
6. Is the public given published notice 15 days prior to the public hearing and special board meeting to discuss the proposed budget?	___	___			___	
7. Does the notice designate the place of the meeting?	___	___			___	
8. Is the meeting always scheduled on or before June 15?	___	___			___	
9. Does your Governing Board publish a copy of the proposed budget at least 15 days prior to the meeting?	___	___			___	

ARS 15-1202 (continued)	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
						ARS 15-1202 (continued)
10. Does the published copy of the proposed budget express percent changes for each category of expenditure?	___	___			___	
11. Does your Governing Board publish the notice a second time five days prior to the meeting?	___	___			___	
12. Are all notices published in a newspaper of general circulation?	___	___			___	
13. Is the cost of publishing notices paid by the district?	___	___			___	
14. Is the publisher's affidavit filed by the Governing Board within 30 days after publication with the State Superintendent's Office?	___	___			___	
15. Does the Governing Board hold the meeting at the time and place designated in the published notices?	___	___			___	
16. At the meeting, does the Board present the proposed budget to those residents and taxpayers present?	___	___			___	
17. Is each qualified person present who requests an explanation of any part of the proposed budget given a complete explanation?	___	___			___	
18. Would such a person be given the opportunity to contest any item?	___	___			___	
19. Do school board members who have a substantial interest in a specific item in the school district budget refrain from voting on such specific items?	___	___			___	
20. Does the Governing Board then adopt the budget (without additions) before June 18?	___	___			___	

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ARS 15-1202 (continued)	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
						ARS 15-1202 (continued)
21. Is the adopted budget then filed by the Governing Board with the County Board of Supervisors and with the State Superintendent of Public Instruction?	___	___			___	
22. When your school district computes the budget cost level, do you:						
a. Multiply the number of state supported classrooms by the budget cost level per state supported classroom?	___	___			___	
b. Subtract the basic support level per state supported classroom for common school districts for the current year from the basic support level per state supported classroom for the budget year?	___	___			___	
c. Multiply the difference obtained above by the number of state supported classrooms for the budget year?	___	___			___	
d. Add the product obtained in (a) above to the product in (c) above?	___	___			___	
23. Does your district add to the sum obtained above any special budget increases in pursuance of the law (see: 15-1202.02)?	___	___			___	
24. Does your aggregate school district budget include the following:						
a. Budget cost level for the budget year?	___	___			___	
b. Any authorized budget increase pursuant to a special election (see: 15-1202.01)?	___	___			___	

ARS 15-1202 (continued)	Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
						ARS 15-1202 (continued)
c. (Answer only if your district receives Federal Assistance) Federal Assistance?	___	___			___	
d. (Answer only if you have non-resident students paying tuition) Tuition paid for non-resident students?	___	___			___	
e. (Answer only if your district receives State Impact Assistance) State Impact Assistance?	___	___			___	
f. (Answer only if you receive special grant monies) Special grant monies?	___	___			___	
g. Special education assistance?	___	___			___	
h. Bilingual instruction?	___	___			___	
i. Transportation levies and transportation aid (as authorized by law)?	___	___			___	
j. Capital outlay levies (as authorized by law)?	___	___			___	
k. All other budget items exempt from the budget cost level?	___	___			___	
25. Do you refrain from making expenditures which are not itemized within the budget?	___	___			___	
26. No expenditures are made for any item on the budget for any amount above the budget amount for that item (except pursuant to ARS 15-1245)?	___	___			___	
27. Are you aware that a second public notice must be published five days prior to any public hearing or board meeting which will act upon the proposed budget? (Ref: ARS 15.688(f))	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1202.01						ARS 15-1202.01
Election for Budget Changes						
1. If your district must increase a budget, does your Governing Board call a special election of qualified electors?	___	___			___	
2. If the budget increase is approved, are copies of the proposed budget sent to the State Superintendent of Public Instruction and the County School Superintendent?	___	___			___	
3. If the budget increase is disapproved, is an alternate budget sent to the State Superintendent and to the County School Superintendent?	___	___			___	
4. If an election is necessary, are informational reports on the proposed budget and sample ballots secured from the County Superintendent at least two weeks in advance of the elections?	___	___			___	
5. Are such reports and ballots mailed or distributed to households in which qualified electors reside if your school district is in a county with a population in excess of 200,000?	___	___			___	
6. Are such reports and ballots mailed or distributed immediately to households within the school district in counties with a population under 200,000?	___	___			___	
7. Does the report contain the following information:						
a. date of election?	___	___			___	
b. polling place and time?	___	___			___	
c. dollar amounts and proposed uses?	___	___			___	
d. one argument for, and one against the proposed budget increase?	___	___			___	

ARS 15-1202.01 (continued)	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
						ARS 15-1202.01 (continue
8. Are school district staffs and property only used for the distribution of information on budget increases pursuant to 15-1202.01 B & C?	___	___			___	
9. Are children enrolled in the school district prohibited from distributing material concerning proposed budget increases?	___	___			___	
10. Does the ballot contain the words: "budget increase, yes; budget increase, no"?	___	___			___	
11. Does the ballot state the amount of the proposed increase?	___	___			___	
12. Does the ballot contain the statement: "Any budget increase authorized by this election shall be funded by a levy of taxes upon the taxable property within this school district for the year in which adopted and for all subsequent years, and shall not be realized from funds furnished by the state. Based on an estimate of assessed valuation, the proposed increase in the district's budget over that allowed by law would result in an estimated increase in the district's tax levy of _____ dollar per one hundred dollars of assessed valuation and is in addition to the district's tax rate which will be levied to fund the district's budget limit allowed by law?"	___	___			___	
13. Thirty days before the election does the district obtain the district's assessed valuation and translate it into the tax rate increase?	___	___			___	
14. If voters vote an increase of the budget in excess of the aggregate budget limit, does your district levy on the assessed valuation in subsequent years?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1202.02						ARS 15-1202.02
Special Budget Increases						
1. Is your district aware that special budget increases (until 1980) may be permitted as follows:						
a. Multiply the basic support level per state supported classroom by the number thereof?			___	___	___	
b. Subtract computation obtained in paragraph 1 of 15-1202(H) from the amount in (a) above?			___	___	___	
c. Then divide the difference between (a) and (b) above and divide by the number of the five remaining years?			___	___	___	
ARS 15-1202.03						ARS 15-1202.03
Basic Support Level						
1. In the event that the legislature fails to adjust the growth rate, does your district use the growth rate of the current year?	___	___			___	
ARS 15-1202.06						ARS 15-1202.06
Levy for Capital Outlay						
1. Is your Governing Board aware that they may include the estimate of capital outlay expenses in the budgeted amount sent to the County School Superintendent, on which the Board of Supervisors may levy on the assessed valuation of the district?			___	___	___	

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	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1237						ARS 15-1237
Special District Assessment for Street Improvement by a School District						
1. Do you contract for construction, maintenance or improvement, any public way adjacent to any land owned or leased by the school?			___	___	___	
2. If you do contract for such, do you pay for the improvements listed above by a levy upon taxable property in the district?			___	___	___	
3. Do you levy upon taxable property in the district to pay for an assessment for public improvements on any property owned or leased by a school district?			___	___	___	
ARS 15-445						ARS 15-445
Levy; Items Which May Be Expended; Exemption						
1. Would you request of the County Superintendent that a levy not exceeding 30¢ be issued on the property of a district for such items as:						
a. Purchase or lease of sites?			___	___	___	
b. Improvements of school ground?			___	___	___	
c. Electing, purchasing, leasing, improving, and furnishing of school buildings and appurtenances?			___	___	___	
d. A lease-purchase agreement for transportation equipment, portable classrooms or specialized electronic, audiovisual, and computer equipment?			___	___	___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1302						ARS 15-1302
Special Elections						
1. When 15% of school electors petition you, do you call an election to:						
a. Locate or change the location of school houses?	___	___			___	
b. Purchase or sell school sites?	___	___			___	
c. Build school houses?	___	___			___	
d. Raise money by selling bonds for purchase or lease of lots, schoolhouses, furnishings, or improvement of school grounds?	___	___			___	
2. When an election is held to decide upon locating or relocating school buildings, or the purchase or sale of school sites or buildings, do you abide by the vote of the majority of qualified electors?	___	___			___	
3. When a petition is filed with the Board requesting an election, do you order the election within 30 days?	___	___			___	
ARS 15-1323						ARS 15-1323
Investment of Sinking Fund						
1. Do you invest money belonging to the district with the consent of the Board of Supervisors as a sinking fund?			___	___	___	
2. Is such an investment in a sinking fund made for the best interest of the district?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1204						ARS 15-1204
Procedure for Payment of Obligations						
1. If on or before June 30 your school district has an outstanding balance of obligations, would your district file an "Advice of Encumbrances" Form with the County School Superintendent?	___	___			___	
2. If on or before June 30 your district has a cash balance remaining, do you use such funds to reduce school district taxes?	___	___			___	
ARS 15-1249						ARS 15-1249
Balance of School Fund						
1. Do you use any balance which remains in the school fund at the close of a fiscal year to reduce school district taxes for the ensuing school year?	___	___			___	
ARS 15-1301						ARS 15-1301
Limitation on Bonded Indebtedness						
1. Do you refrain from issuing bonds to an amount exceeding 4% of the value of the taxable property in the school district, as pursuant to section 42-227?	___	___			___	
ARS 15-1302						ARS 15-1302
Special Election on Bond Issues						
1. When petitioned by 15% of the voters or whenever you desire, do you call an election to issue bonds for the following purposes:						
a. Building schoolhouses?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1302 (continued)						ARS 15-1302 (continued)
b. Supplying schoolhouses with furniture and apparatus?	___	___			___	
c. Improving school grounds?	___	___			___	
d. Liquidating any indebtedness already incurred for such purposes?	___	___			___	
ARS 15-1303						ARS 15-1303
Bond Election						
1. Do you call an election on the question of a bond issue by:						
a. Publishing a notice in a newspaper published in the county for not less than three successive weeks?	___	___			___	
b. Posting notices of the election in three public places in the district?	___	___			___	
2. Do you include on your notice of election:						
a. The purpose and place of the election?	___	___			___	
b. The names of the three judges that will conduct the election?	___	___			___	
c. The hours during the day where the polls will be open (not to total less than 6).	___	___			___	
d. The amount and denomination of the bonds?	___	___			___	
e. The rate and interest of the bonds?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1303 (continued)						ARS 15-1303 (continued)
f. The number of years, not exceeding 20, the whole or any part of the bonds will run?	___	___			___	
3. Do you include on the ballot the words: "Bonds, yes and bonds, no?"	___	___			___	
ARS 15-1304						ARS 15-1304
Canvass of Votes						
1. Do you on the seventh day, at 1:00 p.m., following the bond election meet and canvass the returns?	___	___			___	
2. Do you certify to the Board of Supervisors the proceedings and results of the bond elections?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart D Section # 2 Section Topic: SCHOOL DISTRICT BUDGETS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ___	No ___	Yes ___	No ___	____

Total responses in this section: 96

COMMENTS:

133

134

FEDERAL FUNDING REQUIREMENTS

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
SBE-R7-2-604 (page 183)						SBE-R7-2-604 (page 183)
Federal Grants for Education Purposes						
1. Do you expend monies received from federal grants and apportioned by the State Board of Education for the purposes and in the manner set forth in the federal grant?	___	___			___	
ARS 15-1143						ARS 15-1143
School District Apportionment						
1. Do you seek State Board of Education and Board of Supervisors approval to expend monies received from the federal government in excess of your district budget?	___	___			___	
ARS 15-1144						ARS 15-1144
Disbursement of Apportioned Funds						
1. Do you deposit any federal monies received with the County Treasurer?	___	___			___	
SBE-R7-2-604 (page 186)						SBE-R7-2-604 (page 186)
Policies Re: Acceptance of Federal Monies						
1. Do you provide assurances, validated through fiscal and programming audits, to the State Board of Education that all federal monies are being properly spent?	___	___			___	
2. Do you seek approval from the State Board of Education for the use of direct federal educational funds?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart D Section # 3 Section Topic: FEDERAL FUNDING REQUIREMENTS

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 5

COMMENTS:

ARS 15-1623	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-1623
Duties of the District: Transportation Aid						
1. When you desire to receive transportation aid, do you certify to the Superintendent of Public Instruction the following:						
a. The daily route mileage traveled by the school district in 1976-77?	___	___			___	
b. The number of eligible students during 1976-77?	___	___			___	
c. For each bus operated by the district, do you certify the following:						
1. Odometer reading as of July 1, 1977?	___	___			___	
2. An inventory of each bus owned by the district including:						
a. Manufacturer of bus?	___	___			___	
b. Date of purchase?	___	___			___	
c. Purchase price?	___	___			___	
d. Capacity for passengers?	___	___			___	
e. Type of fuel used?	___	___			___	
f. Total bus mileage during 1976-77?	___	___			___	
g. Total students transported during 1976-77?	___	___			___	
h. Total transportation expenditures for 1976-77 reported in specified format?	___	___			___	
i. Contract payments received for transporting students in 1976-77?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart D Section # 4 Section Topic: TRANSPORTATION

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 12

COMMENTS:

SBE-R7-2-603 (pages 182-3)

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
Operations of Lunchrooms and Programs by School Boards						SBE-R7-2-603 (pages 182-3)
1. Do you own and operate a school lunchroom and school lunch program?			___	___	___	
2. When you operate a school lunch program, do you pay for such through the use of gifts, selling lunches, federal funds, and district levies?	___	___			___	
3. When you operate a school lunch program, would you use no monies acquired by levy of State, County, or District taxes for food?	___	___			___	
4. When you operate a school lunch program, do you deposit any money received in the operation of such with the County Treasurer?	___	___			___	
5. When you operate a school lunch program, have you established a revolving fund of $500 to pay for freight on commodities purchased in an emergency and for employing temporary help or other minor disbursements?			___	___	___	
6. When you establish a revolving fund for school funds, do you bond the responsible employees for twice the amount of the fund?	___	___			___	
7. When you establish a revolving fund, do you return the original amount to the County Treasurer on or before the close of the fiscal year?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart D Section # 5 Section Topic: LUNCHROOMS

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 7

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1248						ARS 15-1248
Revolving Funds						
1. Do you with permission of the county superintendent keep a revolving fund of not more than $2,500 dollars for purposes of minor disbursements?			___	___	___	
2. If you keep a revolving fund:						
a. Is the custodian of that fund bonded for at least twice the value of the fund?	___	___			___	
b. Do you periodically submit disbursement records related to this fund to the county school superintendent?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart D Section # 6 Section Topic: REVOLVING FUNDS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 3

COMMENTS:

STUDENT ACTIVITY FUNDS

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1271						ARS 15-1271
Student Activity Money						
1. Do you deem all money raised by the efforts of students in connection with activities of student organizations as student activities money?	___	___			___	
2. Do you deposit with the county treasurer, to the credit of the district, money received from the rental of school property, tuition fees and other district receipts?	___	___			___	
ARS 15-1272						ARS 15-1272
Student Activities' Treasurer						
1. Have you appointed a student activities' treasurer to collect and disburse student funds?	___	___			___	
2. Do you have all disbursements from the student activities fund signed by the student treasurer and one other person designated by the Board?	___	___			___	
3. When there is no bank facility available do you appoint an administrator in the school as a treasurer?	___	___			___	
4. Do you bond your activities' treasurer and charge the cost of such a bond to the district?	___	___			___	
5. Do you have all student activity funds audited at least once a year by the Auditor General or a qualified accountant and make that audit a public record?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart D Section # 7 Section Topic: STUDENT ACTIVITY FUNDS

Mandatory Responses		Permissive Responses		N/A Respons
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 7

COMMENTS:

MISCELLANEOUS

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1198						ARS 15-1198
Federal Annuity Programs						
1. When your employees elect to participate in a federal annuity plan do you invest an amount of those interested employees' annual salary in annuities?	___	___			___	
2. Do you insure that no state, county, district, or other public funds are used in the purchase of any annuities?	___	___			___	
ARS 15-1143						ARS 15-1143
Application by School District for Apportionment Hearing						
1. When you have experienced an emergency, do you seek State Board of Education approval for an appropriation from Federal funds?			___	___	___	
ARS 15-448						ARS 15-448
Special Departments						
1. Have you established Departments of Manual Training and Household Economics?			___	___	___	
2. Have you established a system to provide educational services for students with specific learning disabilities?			___	___	___	
3. Have you employed special teachers in drawing, music, kindergarten, and other special subjects?			___	___	___	

SECTION RESPONSE SUMMARY

Subpart D Section # 8 Section Topic: MISCELLANEOUS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 6

COMMENTS:

STATE AID REQUIREMENTS

ARS 15-1212	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-1212
Class Duration; Student Definitions						
1. Is your daily attendance:						
a. A minimum of 120 minutes (1/2 time) for kindergarten?	___	___			___	
b. A minimum of 240 minutes for grades one, two, and three?	___	___			___	
c. A minimum of 300 minutes for grades four, five, and six?	___	___			___	
d. A minimum of 360 minutes for grades seven, and eight?	___	___			___	
2. Do you define "fractional students" as kindergarten students at least 5 years of age prior to January 1 of the school year and enrolled in a public school kindergarten program of one hundred twenty minutes each day for ADM purposes?	___	___			___	
3. Do you define "full time student" as (for common schools) students at least six years of age prior to January 1 of a school year and not graduated from the highest grade taught in the school district and regularly enrolled in a course of study required by the State Board of Education for purposes of ADM?	___	___			___	
4. When operating on an extended school year basis, do you base average daily attendance on a computation of the 175 days equivalency of instructional time?	___	___			___	
5. Do you count as a full day the attendance of a pupil when school is dismissed early for parent/teacher conferences, provided no more than four such days per year are counted as full days?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-442						ARS 15-442
General Powers and Duties of the Board of Trustees						
1. Do you maintain school for a period of not less than 175 days?	___	___			___	
2. Do you exclude from classes other than kindergarten, children under six years of age?	___	___			___	
ARS 15-302						ARS 15-302
Admission of Pupils; Age Requirements; Tuition						
1. Do you admit pupils, ages 6 to 21, who reside in the district?	___	___			___	
2. Do you admit pupils (age 5 by January 1) to Kindergarten?	___	___			___	
3. Do you admit pupils who do not reside within the district, (but do reside within the state) if the governing board so decrees?	___	___			___	
4. Do you have a tuition system to admit nonresidents of the state?	___	___			___	
5. Does your board exclude pupils with filthy or vicious habits, or contagious or infectious diseases?	___	___			___	
6. Do you admit pupils who are residents in rehabilitative or corrective institutions?	___	___			___	
7. Do you consider a "Common School" to be grades kindergarten and first to eight inclusive?	___	___			___	
ARS 15-307						ARS 15-307
Presentation of Withdrawal Form						
1. Do you get a withdrawal form from a pupil exiting another school in the state and entering your school?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart E Section # 1 Section Topic: STATE AID REQUIREMENTS

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 18

COMMENTS:

ADMISSION OF STUDENTS

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-449						ARS 15-449
Admission of Pupils of Other Districts						
1. Do you admit pupils from another district upon the presentation of a Certificate of Educational Convenience?	___	___			___	
2. Do you admit pupils from other districts when you agree with that district to exchange pupils?	___	___			___	
ARS 15-304						ARS 15-304
Certificate of Educational Convenience						
1. If a student attends your district on a Certificate of Educational Convenience issued by the County School Superintendent from an unorganized territory, would you count the student's membership in determining your average daily membership?	___	___			___	
2. If a student is precluded from attending your district, i.e., is issued a Certificate of Educational Convenience to attend another district, would you count the student's membership on your rolls in determining average daily membership?	___	___			___	
3. When a pupil is granted the Certificate of Educational Convenience from a foster home, a state rehabilitative institution, or residence under the supervision of the Department of Corrections to attend your district, do you charge the State Superintendent of Public Instruction for that student's nonresidence attendance?			___	___	___	
ARS 15-303						ARS 15-303
Admission of Beginners						
1. Do you arrange for admission of beginners to classes at regular or stated intervals?			___	___	___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-321						ARS 15-321
School Attendance						
1. Do you excuse from attendance any child who is instructed at home in the subjects given in the common schools of the state by a competent teacher?	___	___			___	
2. Do you excuse from attendance any child who is attending a regularly organized private or parochial school?	___	___			___	
3. Do you excuse from attendance any child who is in such physical or mental condition that attendance at a public school is not possible?	___	___			___	
4. Do you excuse from attendance any child who has completed the elementary school courses prescribed by the State Board of Education?	___	___			___	
5. Do you excuse from attendance any child who has presented reasons for nonattendance satisfactory to a hearing board?	___	___			___	
6. Do you excuse from attendance any child, with the consent of parents or guardian, who is over 14 years of age and employed at some lawful wage-earning occupation?	___	___			___	
7. Do you excuse from attendance any child who has been enrolled in a work training, career education, vocational or manual training program that has been approved by the State Department of Education?	___	___			___	
ARS 15-323						ARS 15-323
Violations						
1. Are you aware that failure to comply with a state's compulsory attendance law is a misdeameanor?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart E Section # 2 Section Topic: ADMISSION OF STUDENTS

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 14

COMMENTS:

ATTENDANCE OFFICER

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-324						ARS 15-324
Attendance Officer						
1. Have you appointed an attendance officer for the district?			___	___	___	
ARS 15-325						ARS 15-325
Attendance Officer; Powers and Duties						
1. Does your attendance officer enforce the school attendance laws?	___	___			___	
2. Does your attendance officer make arrests for violation of the compulsory attendance laws?			___	___	___	
3. Does your attendance officer bring children who are absent from school without legal cause before authorities competent to judge such cases?			___	___	___	
4. Does your attendance officer enter all places where children may be employed to investigate and enforce the law?			___	___	___	

SECTION RESPONSE SUMMARY

Subpart E Section # 3 Section Topic: ATTENDANCE OFFICER

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 5

COMMENTS:

163

ADJUSTED ADM

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1212						ARS 15-1212
Apportionment of Funds						
1. Do you certify absence figures submitted to the Department of Education pursuant to applications for adjusted average daily membership?	___	___			___	
2. Do you on or before May 15 of any year adjust your expenditures so that budget cost levels reflect the actual average daily membership?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart E Section # 4 Section Topic: ADJUSTED ADM

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 2

COMMENTS:

164

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CALENDAR: SCHOOL YEAR, MONTH AND DAY

ARS 15-301	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-301
School Year; Holidays (with the exception of those districts having extended school year operations)						
1. Does your school begin July 1 and end June 30?	___	___			___	
2. Does your school month have 20 school days or four weeks of 5 days each?	___	___			___	
3. Does your school close July 4?	___	___			___	
4. Does your school close Veteran's Day? (Nov. 11)	___	___			___	
5. Does your school close Thanksgiving Day?	___	___			___	
6. Does your school close December 25?	___	___			___	
7. Are teachers' contracts not diminished for school closing on:						
a. July 4?	___	___			___	
b. Veteran's Day? (Nov. 11)	___	___			___	
c. Thanksgiving Day?	___	___			___	
d. December 25?	___	___			___	
8. Do you have a two week (maximum) recess during the Christmas holiday season, with teachers receiving compensation during this recess?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart E Section # 5 Section Topic: CALENDAR: SCHOOL YEAR, MONTH AND DAY

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 11

COMMENTS:

REQUIRED CURRICULUM

SBE R-7-2-301 (page 75)

Required Curriculum

1. Regarding State Board of Education pupil promotion requirements specifically: Subjects to be taught and optional subjects that may be taught.

   Does your curriculum fulfill these minimal requirements?

Subject to be Taught	Years Taught	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A
Arithmetic	1-8	___	___			___
*Geography	1-8	___	___			___
*World History	1-8	___	___			___
*/**Arizona History and Constitution	7-8	___	___			___
*/**American History	7-8	___	___			___
*/**Civics (U. S. Constitution)	7-8	___	___			___
***Handwriting	1-8	___	___			___
***Language	1-8	___	___			___
***Reading (including phonics)	K-8	___	___			___
***Spelling	1-8	___	___			___
Literature	6-8	___	___			___
Health	1-8	___	___			___
Science	1-8	___	___			___
Music	1-8	___	___			___

*These subjects may be combined into Social Studies.

**These subjects are required by ARS Section 15-1021 to be taught at least one year in the grammar school.

***These subjects may be combined into Language Arts. (SBE Approved 11/26/73 - A.G. Approved 1/22/74)

2. Are the following subjects considered optional?

Manual Training (statutory)				___	___	___

COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:

SBE R-7-2-301 (page 75)

	ANSWER					COMMENTS AND/OR SUGGESTE
	Mandatory		Permissive		N/A	ACTIONS NEEDED:
	Yes	No	Yes	No		
SBE R-7-2-301 (continued)						SBE R-7-2-301 (continue
Household Economics (statutory)			___	___	___	
Arts and Crafts			___	___	___	
Band -- Chorus			___	___	___	
Foreign Language			___	___	___	
Journalism			___	___	___	
Physical Education			___	___	___	
Typing			___	___	___	
Drama			___	___	___	
ARS 15-448						ARS 15-448
Kindergartens						
1. Has your district either: a) established a kindergarten program, or b) received approval from the Department of Education exempting your district from having kindergarten?	___	___			___	
SBE R-7-2-301 (page 97)						SBE R-7-2-301 (page 97)
Pupil Equality						
1. Do you encourage a spirit of mutual cooperation, trust and goodwill among all students and an appreciation of individual differences?			___	___	___	
ARS 15-1024						ARS 15-1024
Oral and Silent Reading						
1. Do you provide a reasonable amount of time to practice oral and silent reading in grades 1-8?	___	___			___	
ARS 15-203						ARS 15-203
Sectarian Instruction Prohibited						
1. Does every teacher refrain from using sectarian or denominational books?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-203 (continued)						ARS 15-203 (continued)
2. Does each teacher refrain from using sectarian doctrine or conducting religious exercises in school?	___	___			___	
ARS 15-1021						ARS 15-1021
[See: SBE-R7-2-301, page 75]						
Instruction in State and Federal Constitutions						
1. Do you, for at least one year using the state course of study and prescribed teaching materials, provide instruction in the essentials, sources, and history of the Constitutions of the United States and Arizona?	___	___			___	
2. Do you, for at least one year using the state course of study and prescribed teaching materials, provide instruction in the essentials, of the American institutions and ideals and the history of Arizona?	___	___			___	
ARS 15-1023						ARS 15-1023
Instruction on Alcohol, Tobacco, and Drugs						
1. Do you provide instruction on the nature and effect of alcohol, tobacco, narcotics and dangerous drugs?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart F Section # 1 Section Topic: REQUIRED CURRICULUM

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 31

COMMENTS:

SPECIAL EDUCATION

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-448						ARS 15-448
Special Departments						
1. Have you established a system to provide educational services for students with specific learning disabilities?	___	___			___	
ARS 15-1010						ARS 15-1010
Direct State Action						
1. Has the district developed a district plan for providing for special education to all handicapped children within the district?	___	___			___	
a. Have provisions for severely emotionally handicapped children been included in the district plan?			___	___	___	
b. Does the district plan to provide special education to severely emotionally handicapped children?	___	___			___	
c. Were all other handicapped children receiving special education programming commensurate with their needs as of September 1, 1976?	___	___			___	
2. Did you know that special education plans for severely emotionally handicapped children shall be submitted to the State Board of Education on or before July 1, 1978?	___	___			___	

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ARS 15-1013	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-1013
Placement in Special Education Program						
1. Before determining placement, did the chief administrative official of the school district or county or such person designated by him/her as responsible for special education consult with the parent or guardian?	___	___			___	
2. Before a child is placed in a special education program are evaluations made of his/her capabilities by at least one professional specialist in a field relevant to the child's handicap?	___	___			___	
3. Do evaluations to determine the capabilities and limitations of children to be placed in special education programs contain at least the following information in writing:						
a. reason for referral?	___	___			___	
b. relevant medical findings?	___	___			___	
c. educational history?	___	___			___	
d. determination whether the child's educational problems are related to or resulting from reasons of educational disadvantages?	___	___			___	
e. developmental history of child?	___	___			___	
f. recommendations, goals, and objectives based upon current levels of performance needs?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1014						ARS 15-1014
Review of Special Education Placement						
1. Is the placement of a child in a special education program reviewed once each semester, under the direction of the chief administrative official of the school district or county or such person as designated by him/her as responsible for special education, by the person conducting the special education program?	___	___			___	
2. Is a copy of the placement review submitted to the parent or guardian of the child?	___	___			___	
ARS 15-1015						ARS 15-1015
Powers of the Governing Board						
1. Are you providing special education and required supportive services for all handicapped, except severely emotionally handicapped, children?	___	___			___	
2. Are you providing special education and required supportive service for severely emotionally handicapped children?	___	___			___	
3. Are you providing supportive services for special school programs for gifted children?	___	___			___	
4. Are you employing supportive personnel for the operation of special school programs for exceptional children?	___	___			___	
5. Are you, to the extent practicable, educating handicapped children in the regular education classes?	___	___			___	

ARS 15-1015 (continued)	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED: ARS 15-1015 (con't)
6. Are you providing necessary transportation for handicapped children in connection with any program, class, or service?	___	___			___	
7. Have you established district policy with regard to allowable pupil-teacher ratios and pupil-staff ratios within the district for provisions of special education services?	___	___			___	
8. Are you conducting special education programs either in school facilities that house regular education classes or in facilities approved by the State Department of Education?	___	___			___	
9. If you are unable to provide satisfactory education and services to exceptional children and choose to contract with other public or private schools, institutions, or agencies, are the provisions of 15-1013 and the conditions and standards of the Division of Special Education being met?	___	___			___	
10. Do you refrain from contracting or making payments for costs of placement of handicapped children in an approved program when the placement has been made by the Bureau of Indian Affairs?	___	___			___	

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ARS 15-1015	ANSWER Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A	COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
						ARS 15-1015
Intergovernmental Agreements (Special Education)						
1. When you join in any intergovernmental agreement to establish a Special Education program, do you agree upon one governing body to administer your programs in accordance with contracts signed with the other districts or agencies?			___	___	___	
2. When you establish work experience programs in intergovernmental agreements, would you require participants in such a program to be 16 or over?	___	___			___	
3. When you establish work experience programs in an intergovernmental agreement, would you count the students' time in attendance at work experience programs as attendance at your school?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart F Section # 2 Section Topic: SPECIAL EDUCATION

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 29

COMMENTS:

COURSE OFFERINGS

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
SBE R-7-2-301 (page 75)						SBE R-7-2-301 (page 75)
Course of Study						
The State Board of Education, in order to comply with ARS Section 15-102.16 and 17 hereby prescribes the subjects to be taught and optional subjects to be taught. (Assessment of compliance is found in Subpart F, Section 1.) The subjects of world history, geography, Arizona history and constitution, American history and civics (U. S. Constitution may be combined into social studies and the subjects reading (including phonics), spelling, handwriting, and language may be combined into language arts provided that the minimum course content of each subject is included in the single instructional program adopted). If the textbook or instructional program adopted is one which does not include one of the required subject areas, a separate textbook or program shall be adopted for that specific subject area.						
1. When a textbook or instructional program is adopted, does it include the required subject areas and is a separate textbook or program adopted for that specific subject area?	___	___			___	
Kindergarten						
2. When a common school has a kindergarten program, are three subjects of the list of subjects prescribed by the State Board of Education taught and is reading, including phonics, one of the three required?	___	___			___	
3. When a common school has a kindergarten program, does it address itself to readiness for all subjects taught in the primary grades?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart F Section # 3 Section Topic: COURSE OFFERINGS

Mandatory Responses		Permissive Responses		N/A Response
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 3

COMMENTS:

STATE ADOPTED TEXTBOOKS

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-442-A.2						ARS 15-442-A.2
Basic Goals						
1. Have Standard Basic Goals been used for the purpose of textbook adoption?	___	___			___	
SBE R-7-2-301 (page 97)						SBE R-7-2-301 (page 97)
Basic Goals						
1. Does each child have equal educational opportunity to receive the basic knowledge and skills in each subject area?			___	___	___	
2. Do you refrain from depriving any child from equal educational opportunities to receive the basic knowledge and skills because of socio-economic and other factors beyond his/her control?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart F Section # 4 Section Topic: STATE ADOPTED TEXTBOOKS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 3

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-202						ARS 15-202
Conducting Schools in English						
[See ARS 15-1097, ARS 15-1098]						
1. Do you conduct all classes in English except classes for bilingual students?	___	___			___	
2. Would you provide special bilingual programs for students from an environment where another language is spoken?			___	___	___	
ARS 15-1098						ARS 15-1098
Programs for Bilingual Instruction						
1. Do you provide a special course in bilingual instruction for common school students not to exceed four years per student?			___	___	___	
2. Do you employ bilingual teachers to operate special classes in oral English instruction?			___	___	___	
3. Do you offer special classes of oral English instruction?			___	___	___	
4. Do you offer special classes of oral English or bilingual instruction in cooperation with other districts?			___	___	___	
5. When you provide special classes of oral English or bilingual instruction, do you prepare an annual report to the State Superintendent of Public Instruction which explains the program you used and the funds you expended?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart F Section # 5 Section Topic: BILINGUAL EDUCATION

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 7

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTION NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
SBE-R7-2-301 (page 76)						SBE-R7-2-301 (page 76)
Sex Education						
1. Do you prohibit any separate class on sex education being taught in the common school?	___	___			___	
2. Do you provide an elective lesson or lessons concerning sex education as a supplement to the state adopted health course of study?			___	___	___	
a. Is such a supplement given only at the written request of the parent?	___	___			___	
b. Has your district submitted such elective lessons to the State Board of Education for approval?	___	___			___	
c. Do you make available for review by parents the total instructional materials used in such supplementary lessons?	___	___			___	
ARS 15-1501						ARS 15-1501
Eye Protective Devices						
1. Have you equipped every student, teacher and visitor to vocational, technical, industrial arts, or lab science activities involving exposure to the cutting, shaping, grinding, molding, welding, of any materials as well as exposure to explosive, caustic or radioactive materials with eye protective devices?	___	___			___	
ARS 15-1031						ARS 15-1031
Flag Display						
1. Do you display a flag near the school building during school hours?	___	___			___	

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-1031 (continued)						ARS 15-1031 (continued)
2. Do you set aside a certain time each day for those students who wish to recite the Pledge of Allegiance to the flag?	___	___			___	
ARS 15-1071						ARS 15-1071
Training in the Use of Firearms						
1. Have you requested the State Board of Education to provide training for students in the use of firearms?			___	___	___	
ARS 15-1042						ARS 15-1042
Night Schools for Teaching English						
1. Have you established a night school for teaching English Language, American Ideals and American Institutions?			___	___	___	

SECTION RESPONSE SUMMARY

Subpart F Section # 6 Section Topic: SPECIAL PROGRAMS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ____	No ____	Yes ____	No ____	____

Total responses in this section: 10

COMMENTS:

ARS 15-450

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		ARS 15-450
District Libraries						
1. Would you establish and maintain a district library under the control of the Board?			___	___	___	
2. If you have established a district library:						
a. Would you locate such a district library in the school house?	___	___			___	
b. Is your library under the direct charge of a teacher or other qualified person?	___	___			___	
c. Upon request would you report on the library facility to the County Superintendent?	___	___			___	
d. Would you enforce the rules described for the governance of school libraries?	___	___			___	
e. Would you exclude from school libraries all books, publications, and papers of a sectarian, partisan, or denominational character?	___	___			___	
f. Would such a library be free to all pupils of a suitable age?	___	___			___	
g. Would you enter into a contract with a county or other public library for reference sources or extension services?	___	___			___	
h. Would you ensure that no contract for reference sources or extension services for the library would exceed 2% of the total school district budget?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart F Section # 7 Section Topic: LIBRARIES

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 9

COMMENTS:

SBE R-7-2-306 (page 150)

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
Program of Career Education						
1. The State Board, pursuant to ARS Section 15-1199.01, establishes standards and qualification requirements for school districts and county career education program objectives:						
a. Are students motivated to increase their understanding of basic education in preparation for adult life whether they continue their formal education or enter the work world?	___	___			___	
b. Is training provided for staff members in career applications?	___	___			___	
c. Is it certified that sufficient funds are available for the program?	___	___			___	
d. Is guidance and counseling provided to inform students about available career opportunities as related to their interest, aptitudes, and abilities?	___	___			___	
e. Do all counseling services refrain from invasion of privacy of the student or his/her parents in religious, moral, or personal matters?	___	___			___	
f. Are all objectives within the guidelines for career education regardless of funding source?	___	___			___	
g. Does the governing board of trustees adhere to the following standards and evaluation criteria:						
1) Fulfill the standards for qualifying?	___	___			___	
2) Determine that the program will provide long-range benefits?	___	___			___	

SBE R-7-2-306 (page 150)

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
SBE R-7-2-306 (continued)						SBE R-7-2-306 (continued)
3) Established appropriate priorities to insure that: the basic subjects to be taught in Arizona are given first priority and in K-3 the emphasis be on awareness of the world of work; 4-6 orientation to the world of work; 7-9 exploration of occupations and in later grades, 10-12 in-depth exploration of clusters selected by the students, information on specific prerequisites for particular careers and career preparation for all students?	___	___			___	
4) Specified and defined the objectives of the proposed plan?	___	___			___	
5) Established procedures for maintaining an evaluation of the program, e.g., change the dropout rate?	___	___			___	
2. Do you submit to the State Board the proposed objectives of your school district for review for conformity to prescribed standards and qualifications, workability, and overall procedure?	___	___			___	
a. Have the district's career education program objectives received approval?	___	___			___	
3. Are all instructors and counselors certified in accord with prescribed standards?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart F Section # 8 Section Topic: CAREER EDUCATION

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 14

COMMENTS:

ARS 15-152

Use of Pupil Records

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		ARS 15-152
1. Are confidential pupil records available:						
a. To parents or guardians (except when prohibited by a court)?	___	___			___	
b. To professional staff in the school district where the information was obtained?	___	___			___	
c. For transfer to another school, institution, or agency at the written request of a parent or guardian?	___	___			___	
d. Are grade transcripts available for transfer to another school or educational institution the pupil is attending, or to which the pupil has applied?	___	___			___	
e. Are pupil records available to pupils over 18 years of age whose records are maintained by the school?	___	___			___	
f. When a pupil reaches the age of 18, are parents denied access to the student's confidential records unless approved by the student?	___	___			___	
2. Do you have current procedures for confirming a parent's or guardian's identity prior to parent or guardian examination of a pupil's records?	___	___			___	
3. Do you permit a parent or guardian to be accompanied by another person of his/her choosing during the review of the content of the pupil's records?	___	___			___	

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	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-442						ARS 15-442
Powers and Duties of the Board Re: Dissemination						
1. Are Board of Education policies on the utilization and dissemination of student activity information followed?	___	___			___	
2. Do you include under these guidelines information such as student's name, address, date and place of birth; major field of study; official activities and sports; weight and height, if a member of an athletic team; dates of attendance; degrees; awards; and institution attended by the student?	___	___			___	
3. Do you subject the utilization and dissemination of such information to written parental consent?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart G Section # 1 Section Topic: CONFIDENTIALITY OF RECORDS

Mandatory Responses		Permissive Responses		N/A Responses
Yes ___	No ___	Yes ___	No ___	___

Total responses in this section: 11

COMMENTS:

	ANSWER					COMMENTS AND/OR SUGGESTED ACTIONS NEEDED:
	Mandatory		Permissive		N/A	
	Yes	No	Yes	No		
ARS 15-154						ARS 15-154
Correction of Pupil Records						
1. Do you have current forms and/or procedures for a parent or guardian:						
a. To respond in writing to allegedly inaccurate items in a pupil's record?	___	___			___	
b. To attach the written response to the pupil's record?	___	___			___	

SECTION RESPONSE SUMMARY

Subpart G Section # 2 Section Topic: CORRECTION OF RECORDS

Mandatory Responses	Permissive Responses	N/A Responses
Yes ____ No ____	Yes ____ No ____	____

Total responses in this section: 2

COMMENTS:

209

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SCHOOL SUMMARY REPORT

		Number Possible Responses Mandatory/Permissive	Self-Assessment Mandatory Yes	Mandatory No	Permissive Yes	Permissive No	N/A
SUBPART A							
Section 1:	Meetings and Rules of Governance of the Board of Trustees	23 / 0					
Section 2:	General Powers and Duties of the Board of Trustees	8 / 4					
Section 3:	Conduct of Students and Attendance	13 / 0					
Section 4:	Special Programs	10 / 1					
Section 5:	Facilities and Property of the School	21 / 5					
Section 6:	District Boundaries	7 / 0					
SUBPART B							
Section 1:	Authority to Employ Personnel	5 / 9					
Section 2:	Duties of Teachers	30 / 3					
Section 3:	Dismissals, Leaves of Absence, and Evaluation	32 / 2					
Section 4:	Retirement of Teachers	2 / 0					
Section 5:	Certification	13 / 0					
SUBPART C							
Section 1:	Textbooks	7 / 3					
Section 2:	Testing Pupils	2 / 0					
Section 3:	Competency Requirements	3 / 0					
Section 4:	Continuous Uniform Evaluation System	9 / 0					
Section 5:	Bilingual Student Evaluation	3 / 0					
Section 6:	Special Education Student Evaluation	12 / 0					
SUBPART D							
Section 1:	Use of School Money	9 / 1					
Section 2:	School District Budgets	84 / 12					
Section 3:	Federal Funding Requirements	5 / 0					
Section 4:	Transportation	12 / 0					

SCHOOL SUMMARY REPORT

	Number Possible Responses Mandatory/Permissive	Self-Assessment Mandatory Yes	Mandatory No	Permissive Yes	Permissive No
SUBPART D (continued)					
Section 5: Lunchrooms	5 / 2				
Section 6: Revolving Funds	2 / 1				
Section 7: Student Activity Funds	7 / 0				
Section 8: Miscellaneous	2 / 4				
SUBPART E					
Section 1: State Aid Requirements	18 / 0				
Section 2: Admission of Students	12 / 2				
Section 3: Attendance Officer	1 / 4				
Section 4: Adjusted ADM	2 / 0				
Section 5: Calendar: School Year, Month, Day	11 / 0				
SUBPART F					
Section 1: Required Curriculum	21 / 10				
Section 2: Special Education	27 / 2				
Section 3: Course Offerings	3 / 0				
Section 4: State Adopted Textbooks	2 / 1				
Section 5: Bilingual Education	2 / 5				
Section 6: Special Programs	7 / 3				
Section 7: Libraries	8 / 1				
Section 8: Career Education	14 / 0				
SUBPART G					
Section 1: Confidentiality of Records	11 / 0				
Section 2: Correction of Pupil Records	2 / 0				
SUBTOTALS	465 / 76				
TOTAL	541				

STATUTORY AND STATE BOARD POLICY INDEX

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15-102.21	Certification	Subpart B,	Section 5,	page	31
15-152	Use of Pupil Records	Subpart G,	Section 1,	page	98
15-154	Correction of Pupil Records	Subpart G,	Section 2,	page	100
15-201	Duties of Teachers	Subpart B,	Section 2,	page	19
15-202	Conducting Schools in English	Subpart F,	Section 5,	page	89
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15-258	Resignation Restrictions, Violation, Penalty	Subpart B, Section 3, page 25
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